

H&I GUIDELINES

A. GENERAL INFORMATION

1. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when member can conform to the requirements herein set forth. Being clean, for the purposes of the H&I subcommittee, can be defined as freedom from any mood-changing or mind-altering chemicals.
2. Any member not conforming to these guidelines or any other which might be later added, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I assignments previously granted.
3. All H&I meetings shall be overseen by a facility chair specifically elected by the H&I subcommittee. All panel members must be acceptable to the facility being served.
4. Any member serving the H&I subcommittee will not at any time involve themselves with any inappropriate behavior at any facility being served by the H&I subcommittee which could result in damage to or possible conflict with:
 - a) The resident inside the facility
 - b) The working ability and privilege of the H&I subcommittee to carry the message inside the facility.

For these same reasons, no H&I member, as a representative of this subcommittee, will interfere with, or use influence in any facility, court, or hospital, or with any judge, doctor, probation or parole office; nor will any H&I member represent this subcommittee to make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of NA recovery through our spiritual principles.

5. Clean time requirements are to be rigidly upheld by all facility chairs and panel members.
6. NA case histories, life stories, NA principles, or general NA information are to be the main topics of any H&I meeting. All facility chairs and panel members must confine their talks solely to the language and principles of NA.
6. Excessive use of vile, profane, or filthy stories is prohibited. All facility chairs must be made aware of this regulation, and include such information in orientation of new panel members.
8. Nothing will be given to or taken from a resident in a facility, including messages and phone numbers. The only exception to this is a member may give their personal phone number; male to male, female to female if allowed by the facility being served.
9. An H&I volunteer phone list will be provided by the H&I subcommittee to the facilities being served for their use within that facility.
10. All members on the volunteer list must meet panel requirements.
11. Anyone deleted from the H&I volunteer list will be notified by the H&I secretary, and will be allowed to meet with the H&I subcommittee at their next regularly scheduled business meeting to present any reasons they may have why they shouldn't have been deleted from the volunteer list.
12. Any member of the H&I subcommittee on parole or probation will be allowed to participate on a panel, with specific clearance from the facility being served.
13. Facility chairs will be responsible for the conduct of any panel members taken into the facility.

14. These guidelines will be furnished to each H&I subcommittee member so they will be aware of their responsibilities.
15. Failure to comply with these guidelines will be sufficient grounds for review of membership on the H&I subcommittee.
16. Any elected H&I subcommittee member having two absences in six months is subject to review by the subcommittee for possible dismissal.
17. In the event a panel member is unable to attend a designated H&I meeting the facility chair is responsible for finding a replacement from the volunteer list.
18. Dismissal from office or commitment in this subcommittee requires a 2/3 vote by the H&I subcommittee. The vote is to come from the elected officers and subcommittee members who meet voting requirements. The chair is excluded from this vote.
19. All panel H&I meetings are closed to outside participation. Any NA member not meeting the H&I guideline requirements for participation in H&I shall not attend a H&I panel meeting.
20. A motion, or second to a motion, may only be introduced by an elected member of the H&I subcommittee. A motion that has been properly introduced and seconded may then be voted on. Motions affecting ASC policy must be taken to the ASC for all groups to vote on.
21. An amendment page shall be included in the H&I subcommittee guidelines for any changes in or additions to the H&I guidelines (see page 21 of this manual).
22. Great care should be taken that no one member represents NA at an H&I panel meeting.

B. FORMAT FOR AN H&I PANEL MEETING

1. Chair is to introduce him or herself and welcome everyone to the meeting.
2. Moment of silence followed by the Serenity Prayer.
3. Invite all attending to give their first name.
4. Brief explanation:
"This meeting is intended to introduce you to some of the basics of the Narcotics Anonymous program. This is a program of complete abstinence from all drugs. You are a member when you say that you are. The only requirement for membership is a desire to stop using. This is an anonymous program. Please respect the confidentiality of other members. Please also respect the sharing of other members, and hold all questions and/or comments until the end of the meeting."
5. Readings: Who, What, Why, How, We Do Recover and Just for Today (Just for Today meditation book may also be used). The Traditions are not read at H&I meetings.
6. Introduce panel or speaker, who then share their experience, strength and hope consistent with H&I guidelines.
7. Allow for a brief question and answer period from the residents.
8. Announcements.
9. Close in a circle of hugs.

C. DO'S AND DONT'S FOR H&I PANEL MEMBERS

1. DO'S:

- DO: Make meeting cards available to residents.
- DO: Follow facility rules.
- DO: Start and end on time.
- DO: Obey dress codes.
- DO: Try to get residents involved (i.e. introductions and readings)
- DO: Use NA language ("addict," "clean," "recovery").
- DO: Emphasize recovery available to any addict, regardless of "type" of drug(s) used.
- DO: Emphasize NA recovery (sponsorship, home group, NA steps, a meeting a day for the first 90 days.

- DO: Follow H&I guidelines.
- DO: Keep staff aware of your whereabouts.
- DO: Follow security regulations.

2. DONT'S

- DON'T: Break another person's anonymity or tell his/her story.
- DON'T: Debate any issues involving facility rules or regulations.
- DON'T: Correct residents' language pertaining to recovery.
- DON'T: Debate the merits of the treatment facility's program or other fellowships.
- DON'T: Comment on the methods used by the treatment facility.
- DON'T: Tell too many war stories.
- DON'T: Debate which drugs are acceptable.
- DON'T: Carry excessive cash or wear expensive or flashy jewelry.
- DON'T: Show favoritism to any residents.
- DON'T: Carry in contraband (i.e. cigarettes or weapons).
- DON'T: Give medical advice.
- DON'T: Get involved in discussion about inmate's guilt or innocence.
- DON'T: Give or accept gifts.
- DON'T: Carry letters in or out.
- DON'T: Give residents money.
- DON'T: Give anyone your personal address or the phone number of others.
- DON'T: Discuss residents/inmates with facility staff.